



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY MANAGEMENT/HOMELAND SECURITY
URBAN SEARCH AND RESCUE
CT - TF 1



STANDARD OPERATING PROCEDURE

<i>Effective Date:</i> March 9, 2004	<i>Number:</i> A-002	<i>Revision:</i>
<i>Title:</i> RECORDING OF EXTRA DUTY TIME (Administration)		
<i>Approved by:</i>	<i>Reevaluation Date:</i> May 2008	<i>No. of Pages:</i> 1

PURPOSE

To establish guidelines for recording extra duty time.

SCOPE

This procedure will be followed by all CT-TF1 members.

PROCEDURE

- When any member of CT-TF1 conducts any US&R related activity other than scheduled training or deployment, the time spent for this detail will be recorded on an Extra Duty Time Form (EDTF), CT-TF1 Form # A-002.
- Time recorded shall be portal to portal.
- EDTFs will be kept in the Forms File Drawer in the Administration Office.
- All fields of the EDTF will be completed.
- EDTFs will be signed by the member and the member's officer, Component Manager or Task Force Leader.
- Completed EDTFs will be placed in the Task Force Leaders' box in the Administration Office.
- EDTF information will be entered into a data-base for future reference.

Reasons for filling out an EDTF:

- To record when members are on duty for liability purposes.
- To track individual member's hours.
- To track total hours that members put into team.